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PERS 73-41511A

DD/M&S 73-3772

20 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Nonstandard Work Schedules - DDO Services Staff

REFERENCE : a. Memo for Ex Dir-Compt from D/Pers dtd 21 Dec
71; Subject: Nonstandard Work Schedule

b. [REDACTED] Hours of Work

1. Action Requested: The attached request from the Acting
Chief, [REDACTED] DDO to establish a nonstandard
workweek is transmitted to you for your approval.2. Basic Data or Background:a. During the last two years the DDO/[REDACTED]
[REDACTED] has been operating two or three Saturdays and one
Sunday each month on an overtime basis. This overtime
has been necessary to support development and implementation
of the STAR (Storage and Retrieval) System. STAR includes
programs that automate the main DDO index, e.g., the very
large index used in support of name tracing. Automation
of the main index will further increase the work load of
the Computer Operations Section and necessitate utilization
of the Center on a 24-hour, seven day a week basis.b. The Center has adequate personnel to meet scheduling
requirements of the shift schedule requested - shift personnel
would work six twelve-hour workdays and one eight-hour
workday each pay period.c. The following guidelines will govern leave and pay
accounting under the schedule and are in accordance with
paragraphs 10 and 11 of the referent memorandum.(1) Employees at the GS-11 and below level
would be paid overtime for work in excess of 80
hours in a two-week, 80-hour pay period.(2) Employees GS-12 through GS-14 may receive
overtime payments for directed overtime worked in
excess of 96 hours in a two-week, 80-hour pay period.**ADMINISTRATIVE**
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(3) Employees entitled to Sunday, holiday, or night differential pay would receive such pay, when appropriate, for hours worked not in excess of 12 within a regularly scheduled workday.

(4) Annual and sick leave will be charged according to leave taken against the employee's established work schedule.

(5) Otherwise the provisions of [REDACTED] would remain unchanged and would pertain to the irregular work schedules. STATINTL

3. Staff Position: The proposal appears to be sound and is in accordance with Agency policy pertaining to nonstandard work schedules.

4. Recommendation: I recommend that you approve the establishment of the nonstandard work schedules as requested.

[REDACTED]

John F. Blake
Director of Personnel

STATINTL

Att

APPROVED :

[REDACTED]

STATINTL

21 SEPT 73
Date

DISAPPROVED: _____

Date

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